



ITEMIZATION OF ACTUAL SUBSISTENCE EXPENSES  
(While Occupying Temporary Quarters)

EMPLOYEE'S NAME

TRAVEL AUTHORIZATION NO.

DATE OF T. A.

ACTUAL SUBSISTENCE EXPENSE

ALLOWABLE AMOUNT

DATE	1 LODGING	MEALS	FEEES & TIPS	2 LAUNDRY	2 CLEANING & PRESSING CLOTHES	TOTAL	TOTAL MAXIMUM ALLOWABLE FOR (FIRST)(SECOND)(ADDITIONAL) THIRTY DAY PERIOD. (NOTE: DRAW LINE THRU THE PERIODS NOT APPLICABLE)
DAY 19							
1st							
2nd							
3rd							
4th							
5th							
6th							
7th							
8th							
9th							
10th							
11th							
12th							
13th							
14th							
15th							
16th							
17th							
18th							
19th							
20th							
21st							
22nd							
23rd							
24th							
25th							
26th							
27th							
28th							
29th							
30th							
TOTAL ACTUAL COSTS FOR APPLICABLE THIRTY DAY PERIOD						\$	

1 Actual lodging receipts must be attached.

2 Receipts must be attached (Except when coin operated machines are used).

Privacy Act Notice: Under 5 U.S.C. Chapter 57, the information requested is needed to determine payment for or reimbursement of allowable temporary quarters expenses and to record and maintain costs of such reimbursements. Information hereon may be disclosed to civil agencies under certain circumstances. Failure to provide pertinent information may result in delay or loss of reimbursement.

Form DOT F 1500.5 (5-84) Supersedes previous editions.

FOR USE WHEN EMPLOYEE'S EFFECTIVE DATE OF TRANSFER IS ON OR AFTER NOVEMBER 14, 1983.

DEPARTMENT OF TRANSPORTATION

